

Creating a Nation of Learners



INSTITUTE of
Museum and Library
SERVICES



Native Hawaiian Library Services Grant Webinar

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What will we cover today?

- Background information on IMLS and the Native Hawaiian Library Services Grant Program
- What types of projects have been funded?
- What are the building blocks of a good proposal?
- What are some gaps and pitfalls?
- What does the Peer Review Process entail?

We will rely on you to read the guidelines carefully for details on what is required and how to complete the forms and submit the application

Find the program guidelines:

http://www.imls.gov/applicants/2014_native_hawaiian_guidelines.aspx



Getting connected

To start, Mary Sellers will provide technical instructions on how to participate in this webinar.

After the webinar is over, you can email Mary at msellers@imls.gov to request a PDF copy of this presentation.

Kathy Mitchell will be helping out with the technical issues throughout the webinar. Please send a message in the chat box if you run into any problems.



Background

The 2012-2016 IMLS strategic goals:

1. LEARNING: IMLS places the learner at the center and supports engaging experiences in libraries and museums that prepare people to be full participants in their local communities and our global society.

2. COMMUNITY: IMLS promotes museums and libraries as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality.

3. CONTENT: IMLS supports exemplary stewardship of museum and library collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage.

Native Hawaiian Library Services Grant

Who is eligible?

Native Hawaiian Library Services grants are available to nonprofit organizations that primarily serve and represent Native Hawaiians (as the term is defined in 20 U.S.C. § 7517). The term "Native Hawaiian" refers to an individual who is a citizen of the United States and a descendant of the aboriginal people who, before 1778, occupied and exercised sovereignty in the area that now comprises the State of Hawaii.

When is the deadline?

Native Hawaiian Library Services grants are due:

11:59 p.m. April 1st through Grants.gov



What are Native Hawaiian Library Services Grants?

They are **competitive grants** of up to \$500,000 for one- or two-year projects.

What types of activities can be funded:

- (1) Expanding services for learning and access to information and educational resources in a variety of formats
- (2) Establishing or enhancing electronic and other linkages
- (3) Providing training and professional development
- (4) Developing public and private partnerships

Types of activities (cont.)

(5) Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills

(6) Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities

(7) Developing library services that provide all users access to information through local, state, regional, national, and international collaborations and networks

(8) Carrying out other activities consistent with the purposes of the Library Services and Technology subchapter of the IMLS statute (20 U.S.C. §9121)

Where to get more information

You can find general information on Native Hawaiian Library Services at:

<http://www.imls.gov/applicants/detail.aspx?GrantId=18>

The FY14 guidelines are available at:

http://www.imls.gov/applicants/2014_native_hawaiian_guidelines.aspx

Be sure to follow all the links in the guidelines to get all the information about the application process.



What types of projects are funded?

- Access to library and literacy services
- Digitization of unique archival collections and creating online digital collections
- Digitization of family and historical photos with accompanying oral interviews
- Access to cultural heritage resources
- Digital literacy skills
- College readiness programs
- Traditional knowledge and language revitalization

Two simple rules to remember ...

RULE NO. 1

Read the guidelines carefully

- Step-by-step instructions on where to find and how to complete all the components of the application
- Clarification of policies and regulations that govern IMLS grants
- Description of the criteria reviewers will use to evaluate your proposal

Two simple rules (cont.)

RULE NO. 2

Email us...

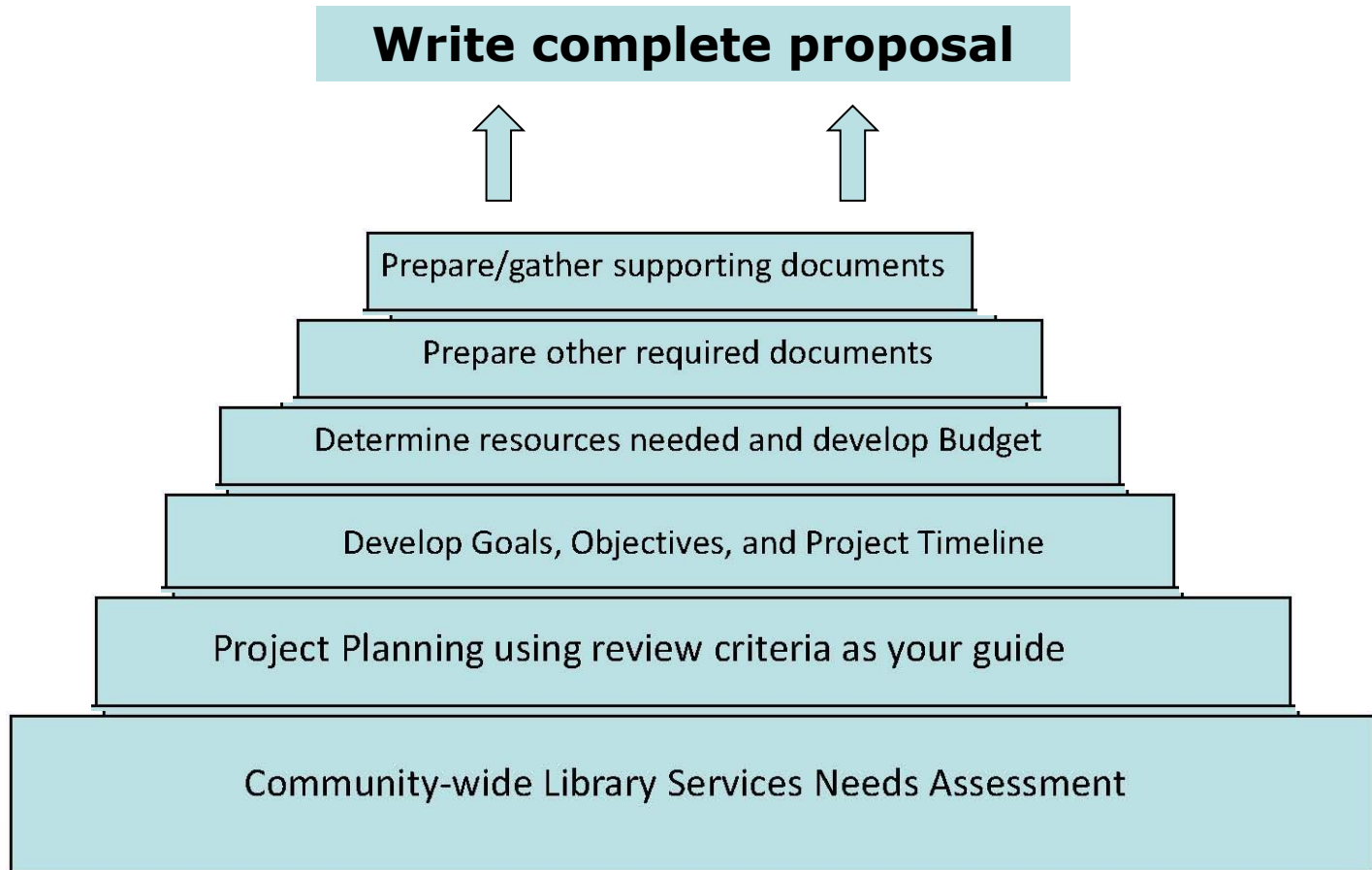
if something is unclear in the guidelines or if you want some feedback on your application or ideas. Please note that we are not able to review draft applications.

Bob Horton rhorton@imls.gov

Mary Sellers msellers@imls.gov



Proposal building blocks



Library services needs assessment

Use informal conversations, surveys, focus groups, one-on-one discussions, community meetings, and however else you communicate with all community members (not just library users)

For baseline information to measure success at end of project, you can ask questions like:

- What services do you use now at the library?
- What does the library do well ?
- Why do you come to the library?

To help with determining priorities and a focus for your project, you may want to ask:

- What could be improved in our library services?
- What services would you like to see in the future?
- What do you think should be the library's #1 priority in the next two years?
- If you don't come to the library, what services could we offer that would bring you in?

Project planning

Compile the information from your needs assessment and sift through for priorities that emerge. What are the one or two needs that rise to the top? Then ask:

- Do these community priorities fit the library's mission?
- Is this something that is appropriate for the library to do?
- What will you need to be successful?
- Where can you get advice? Who are the experts? Check back with community members as you get input and revise as necessary.
- What are the current best practices for this type of project? What are other libraries doing that works well?
- Do you have a project that is realistic and doable?

Develop goals and objectives

- Why are you doing this? What is the purpose?
- What change are you trying to bring about?
- What benefit will it bring to the community? Is it a reasonable return on the investment?
- What group or groups will you target?
- How will you will you measure the results and evaluate your project's impact?
- Will the project be sustainable?

Determine resources and budget

- What are the necessary skills and expertise? current staff? outsourced? consultant? training?
- Can you lower the costs by sharing infrastructure or by collaborating?
- What is a practical work plan? Is it cost-effective and efficient?
- Can you provide any cost share? (not required)

Prepare required/other documents

- You must submit a complete application, with all required documents
- The guidelines list the required documents
- Some are conditionally required: e.g., Digital Content Supplementary Information Form
- Supporting documents might include needs assessments, letters of support, plans or reports

Write the proposal

There are four components to the proposal's narrative:

1. Introduction and Assessment of Need (2 pages)
2. Project Goals and Expected Results (1½ pages)
3. Project Design and Required Resources (3 pages)
4. Evaluation Methods, Dissemination, and Sustainability (1½ pages)

Introduction

Briefly describe your community, the current role of the library and the purpose of the proposed grant project as it relates to a specific need. For example:

Our Native Hawaiian grant project is designed to enhance the knowledge of history and culture in our community. In our needs assessment, both children and adults wanted to learn about our history through engaging, hands-on, informal methods that integrate an intergenerational community-building approach.

Assessment of need

What type of assessment was conducted to identify this need as a priority for the library? Why do you consider your approach to be the best solution to meet the needs of the targeted audience?

For example:

- *We conducted a needs assessment in March 2012 that involved.....*
- *It was determined that a top priority in this needs assessment was.....*
- *We have tailored our project to meet this need in the most efficient, most comprehensive way by integrating several different types of programs and approaches that our community has indicated an interest in and which represent current best practices relating to....*

Project Goals

What goals do you want to achieve at the end of the project period? In other words, what new knowledge, skills, attitudes, or behaviors do you expect to see in your audience? How will it specifically benefit the individuals or groups that you have served? As a result of our project:

- Community members will be able to access our collections online and find the information they need in a timely manner.
- Families will read together more frequently and parents/caregivers will know how to teach their children literacy skills at home in a fun and engaging way.
- Community members will report that their knowledge of local history and culture has significantly deepened.

Expected Results

Describe the products and tools that you will develop to meet these goals. For example:

- Formal and informal workshops on local history and traditional crafts
- A specialized collection focused on local history and culture, including oral interviews of our elders
- A series of lectures by leaders and informal discussions based on resources in our new special collection
- A bilingual digital book of local and family history by community members, illustrated by local artists

Project design

For each project goal, describe the specific resources you will need to achieve success (including permanent staff expertise and time commitment, temporary staff, consultants, materials, equipment, training, technology, partners, etc.)

Also describe how you will carry out the activities and services that you have planned in order to ensure your project's success.

Develop a timeline of activities for each goal.

Project design: example

Goal: To provide parents/caregivers with the tools and knowledge to support K-8 literacy skills at home:

...First, our staff will receive training from a nationally-recognized program **(who, what, when, where?...WWWW)**

...At the same time, we will hire a part-time literacy coordinator who will receive specialized training (WWWW)

...Next we will purchase appropriate materials for literacy workshops for adults/caregivers (WWWW)

...After that, we will include books, fun exercises, games, and hands-on projects in “literacy” backpacks for children (WWWW)

...Finally, we will create a checkout system for the “literacy” backpacks (WWWW)

...At regular intervals, we will solicit feedback from program participants to see what we are doing right and what we need to revise

Project design: digital content

If your project includes plans to create digital products, you must provide evidence that you have considered key inventory needs, technical requirements, and access issues relating to your digitization project.

The Digital Content Supplementary Information Form is a required document.

However you should ONLY fill out the questions relevant to your specific project, the other questions you can omit.

Hint: look for partners and shared resources.

Evaluation

How will you know whether this project was successful? How will you know what knowledge, skills, attitudes, or behaviors have been changed in the target audience?

–The answer will be in the power of the stories that you hear from participants when you ask “What has changed for you?” “How has our project made a difference in your life?”

How will you measure it?

What information will be collected during the project to compare with the baseline data to determine these changes? How often will you collect it?

What data sources will you use? (Data sources can include surveys, interviews, or informal feedback.)

During the project, what interim benchmarks will be established to ensure that the project stays on track?

Dissemination

Describe specific methods by which information about project results and lessons learned will be shared both locally and nationally with the Native Hawaiian community and the library field.

- Local: radio, newspaper, TV outlets, and community meeting venues to get the word out to the community

- National: state or national conferences, national publications, web sites, or blogs, etc. to get the word out to a broader audience

Sustainability

Describe your plan to sustain project activities and results beyond the period of federal funding. What specific, viable alternative funding sources are you considering?

Other federal agencies, local foundations, foundation center resources, fundraising opportunities. Be specific, to show that you have done your homework. Who would fund this type of activity?

Budget: what will it all cost?

What do we need and why do we need it?

1. Salaries and Wages
2. Fringe Benefits
3. Consultant Fees
4. Travel (project-related only)
5. Supplies and Materials
6. Services
7. Other Costs

Will the organization or any partners be able to provide some cost sharing to show its commitment to the project? (Isn't required in this program, but encouraged. If included, evidence of meeting the proposed cost share is required in financial reports.)

Now complete the Detailed and Summary Budget Forms and Budget Justification....



Other required documents

One-page Abstract—Write this **LAST** when you really know what you are doing!

Answer these questions:

- What is the budget and time frame for the project?
- What community need will the project address?
- Who is the intended audience for the activities?
- What will be the specific project activities, results, and tangible products?
- What are the intended outcomes for audience members in terms of measurable changes in knowledge, skills, attitudes, or behavior?

- Program Information Sheet (IMLS form)
- Schedule of Completion (sample in guidelines)
- List of key project staff and consultants
- Resumes of key project staff and consultants

Conditionally required documents

- Current federally negotiated indirect cost rate (not required if 15% administrative fee is requested)
- Partnership statement (if there are formal partners in your project)
- Digital Content Supplementary Information Form
 - Only fill out the sections that apply to your specific project, omit the others.

Supporting documents

- Letters of commitment from consultants, partners, or other groups you will work with
- Letters of support
- Long-range Plan
- Vendor quotes for equipment, furnishings, other large purchases
- Equipment specifications
- Summary of needs assessment findings

Gaps and pitfalls

No practical plan for sustainability—

–Reviewer reaction: “I don’t see how this will have any long term impact.”

No evidence that the community has had input into this project—

–Reviewer reaction: “I don’t see where the community was consulted on this project.”

Trying to do too much—

–Reviewer reaction: “One person can’t do all that.”

Vague or incomplete responses to review criteria in Narrative section

–Reviewer reaction: “How are they going to do that? They need the right partners.”

No or only weak supporting documents—

–Reviewer reaction: “You say the community wants this project, but there are there no letters backing up that statement.” or

“You plan to digitize your archives, but you are purchasing expensive equipment when outsourcing would be better and cheaper.” or

“The support letters are all exactly the same, just signed by different people.”

Before you submit the application

- Get some feedback and do revisions
- Ask two or three people who are not involved in the grant to read the proposal and provide feedback on ideas, structure, and grammar/spelling
- Consider their feedback and revise accordingly
- Proofread final version carefully; use spell check feature
- Coordinate with administration to submit all application components through Grants.gov ***before the deadline***

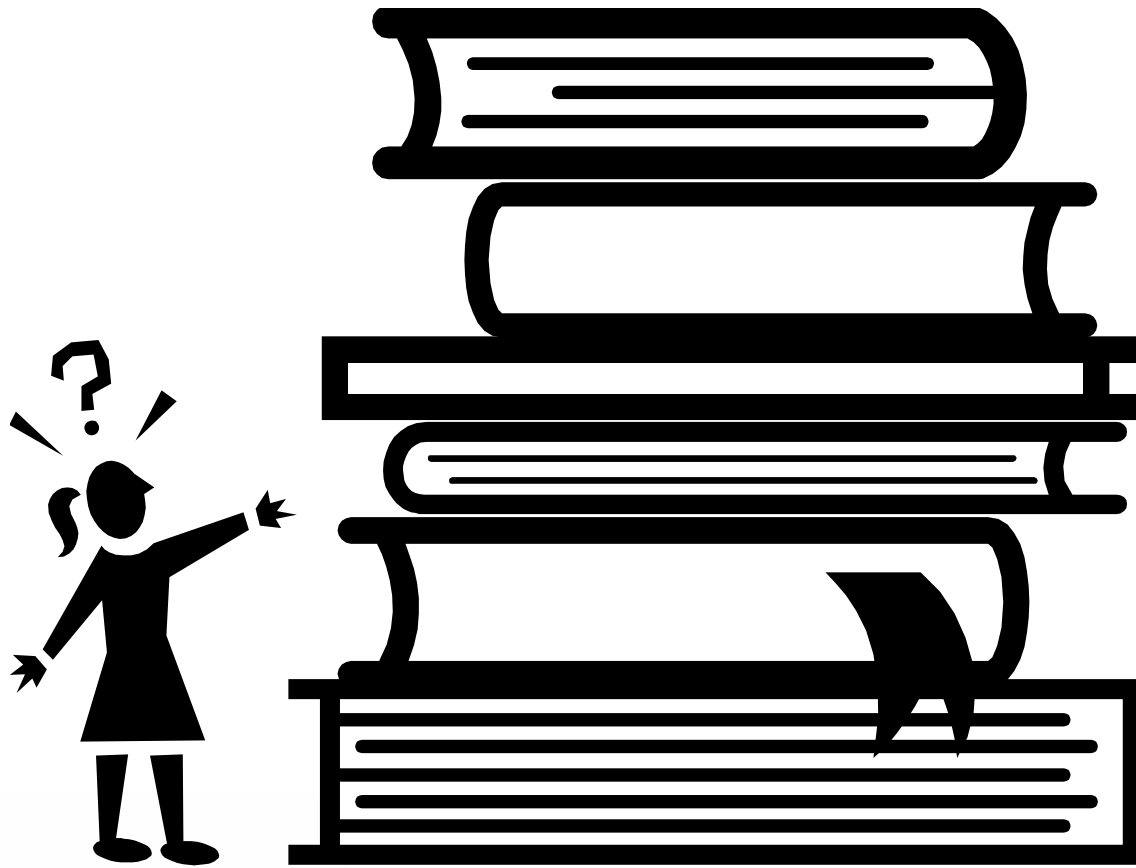
Grants.gov

- IMLS can only consider proposals submitted through grants.gov by the deadline.
- All proposals have to be complete; grants.gov will not accept applications with missing, required documents.
- Applicants must have a current DUNS number and SAM.gov registration
- Applicants must have a current grants.gov registration to submit an application.
- Registrations cannot be done at the last minute; registrations can take **MONTHS** to process and cannot be waived by IMLS.

Review process

- Applications submitted via Grants.gov April 1, 2014
- Eligibility and completeness check
- Field Review
- Review processing and analysis
- Panel Review
- Panel Review Meeting
- Final funding decisions by IMLS Director
- Announcement in August (contingent)
- Projects start October 1, 2014

Questions and comments?



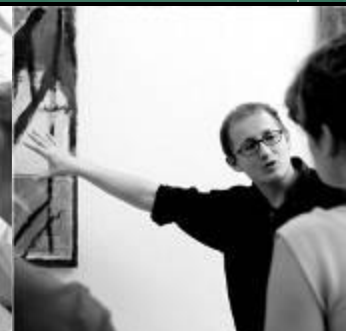
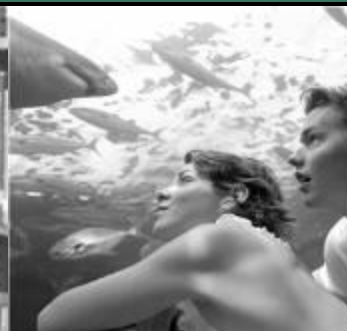
More information

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Thank you!